

**GUIDELINES FOR COURT ORDERED REIMBURSEMENT  
AND  
PROCEDURES FOR REIMBURSEMENT PROGRAM OPERATIONS**

**OCTOBER, 1990**

This document was drafted by the State Court Administrative Office in consultation with the Michigan Probate Judges Association, Michigan Association of Juvenile Court Administrators and the Department of Social Services as required by statute. **This document is not an authoritative construction of the statute by the Supreme Court.**

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STATE COURT ADMINISTRATIVE OFFICE  
GUIDELINES FOR COURT ORDERED REIMBURSEMENT AND  
PROCEDURES FOR REIMBURSEMENT PROGRAM OPERATIONS

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**I. INTRODUCTION**

Probate Courts are faced with dwindling resources and increased costs and responsibilities. It is important that courts identify all available sources of revenue for possible collection. Reimbursement collections reinforces accountability for the cost and use of services in the community, places emphasis on deterrence, and assists the court in working with its funding unit in budget development.

One of the court's fundamental purposes is that of rehabilitation. As reimbursement becomes more important, so do accountability and deterrence. The court must weigh the advantages and disadvantages of a strong reimbursement effort on individual cases and the impact on the parties involved.

The intent of this document is two-fold. First, it establishes guidelines for the collection of reimbursement, as allowed by statute. Second, it provides procedural guidelines for courts to start or improve a reimbursement program.

A successful reimbursement program provides courts with an opportunity to receive recognition for collection efforts, although the court does not retain any revenue itself. It can use its collection records to demonstrate efficiency of operations, streamline budget planning and development, and place emphasis on the true costs of placement or service.

Use of the guidelines and model schedule will result in greater uniformity in reimbursement recommendations and orders among Probate Courts. Special circumstances will arise in which the guidelines and model schedule should not be used.

**II. AUTHORITY**

The Probate Court is a statutory court and may not collect fees unless authorized specifically by statute or court rule [MCL 600.2501 et seq.; MSA 27A.2501 et seq.].

MCL 712A.18(6); MSA 27.3178(598.18)(6) states:

"The office of the State Court Administrator, under the supervision of the Supreme Court and in consultation with the State Department of Social Services and the Michigan Probate and Juvenile Judges Association shall create guidelines and a model schedule which may be used by the court in determining the ability of the child, parent, guardian, or custodian to pay for care and any costs of service ordered under subsection (2) or (3). The guidelines and model schedule shall take into account both the income and resources of the child, parent, guardian, or custodian."

### III. TYPES OF COURT ORDERED REIMBURSEMENT

The Probate Court is required to place in every order of disposition placing a child outside of the child's own home and under state or court supervision a provision for reimbursement by the child, parent, guardian or custodian for the cost-of-care or service [MCL 712A.18(2); MSA 27.3178(598.18(2))]. (Emphasis added).

The Probate Court in an order of disposition placing a child in the child's own home may provide for the reimbursement by the child, parent, guardian or custodian, to the court for the cost of service [MCL 712A.18(3); MSA 27.3178(598.18(3))]. (Emphasis added).

If the Probate Court appoints an attorney to represent a child, parent, guardian or custodian, an order of disposition may require the child, parent, guardian, or custodian to reimburse the court for attorney fees [MCL 712A.18(5); MSA 27.3178(598.18(5))]. (Emphasis added).

Statutory language [MCL 712A.17c(8); MSA 27.3178(598.17(c)(8))] also states that if an attorney is appointed for a party under this section, the court may enter an order assessing attorney fees against the party or other person responsible for the support of that party. An order assessing attorney fees may be enforced through contempt proceedings. (Emphasis added).

The language in MCL 712A.17c(8) is paralleled by court rule [MCR 5.915(D)].

MCR 5.916(D) provides that the court may assess the cost of providing a guardian ad litem against the party or a person responsible for the support of the party, and may enforce the order through contempt proceedings. (Emphasis added).

Costs-of-care and/or services that are reimbursable under the statute include:

1. Detention
2. Foster care
3. Residential care
4. Clothing costs
5. Medical expenses
6. Dental expenses
7. Probation services
8. Counseling fees
9. Psychological evaluations
10. In-home care services
11. Specialized treatment services
12. Diversion services
13. Attorney fees
14. Other reimbursable costs of care or services as identified by the court.

The list is not exhaustive. It identifies costs of care most commonly incurred and services most frequently offered.

Many courts assess service fees. Service fees must not exceed the actual cost of the service rendered. Note that if the service being provided is by an employee paid through the County Juvenile Officer grant, Child Care Fund, or the Basic Grant, monies collected are to be shared with the state in the same proportion as the state shares in the cost of the position, minus the 25% collection fee.

#### **IV. CONSIDERATIONS IN ORDERING REIMBURSEMENT**

A reimbursement order should not exceed the actual cost-of-care and/or service. The intent of reimbursement is to recover the cost of expenses or services.

The order must be reasonable, taking into account the available resources of the child, parent, guardian, or custodian. The guidelines and model schedule should be the basis for the order. The court should establish a means of determining what is reasonable to enter into an order, based on the available resources of the party(ies). Whether the court orders payment of the total amount of care or service or only an interval payment schedule, the payment schedule should be reasonable.

The Probate Court may continue to collect money from reimbursement orders after a child is released or discharged from care outside the child's own home and from state or court supervision. [MCL 712A.18(2);MSA 27.3178(598.18(2))]. The statute further provides that the court may retain 25% of the monies collected to offset the administrative cost of collections, to be credited to the county general fund. The balance of all amounts collected are to be divided in the same ratio in which the county, state and federal government shares in the costs of care.

Government benefits may be collected by the Probate Court for the cost-of-care, for court wards or for children placed with or committed to DSS. [MCL 712A.18(2);MSA 27.3178(598.18(2))]. Included are social security benefits, veterans benefits, or any other available government benefits. The 25% collection fee does not apply to collections received from these benefits, regardless of the source they are received from.

The court, in every commitment to the state under P.A. 150 or P.A. 220, is required to name the superintendent of the institution the child is committed to as special guardian to receive any government benefits due. [MCL 712A.18(1)(e); MSA 27.3178(598.18(1)(e))]. The language regarding this requirement is included on form JC 25, Order Of Disposition Commitment Or Referral To Department Of Social Services (Delinquency Proceedings) and JC 26, Order Of Disposition Temporary Commitment Or Referral To Department Of Social Services (Child Protective Proceedings).

#### **V. PROCEDURES FOR STARTING OR REVIEWING A REIMBURSEMENT PROGRAM**

This section outlines procedures recommended to develop a comprehensive reimbursement program. It can also be used as a comparison with an existing program to see if changes are useful or necessary.

The procedures outlined apply to collections in areas of reimbursement previously described. The procedures may also apply to efforts to collect other monies that are not specifically addressed.

#### **A. Determination of Income**

For the purpose of this section a working definition of income is necessary. Although not directly applied to all aspects of this document, the Support and Visitation Enforcement Act [(MCL 552.602(c); MSA 25.164(2))] provides a thorough definition of income:

1. Commissions, earnings, salaries, wages, and other income due or to be due in the future from his or her employer and successor employers.
2. Any payment due or to be due in the future from a profit sharing plan, pension plan, insurance contract, annuity, social security, unemployment benefits, and workers compensation.
3. Any amount of money which is due the payer under a support order as a debt to any other individual, partnership, association, or private or public corporation, the United States or any federal agency, this state or public subdivision of another state, or any other legal entity which is indebted to the payer.

When the court intends to enter an order assessing a party for the cost-of-care, the court must start with a report of income by the party. The Financial Statement (JC 34) must be used to obtain income information. Upon completion and return to the court, it should be reviewed to determine if it is complete as to all income available.

A Financial Statement must be filled out and returned by both the custodial and non-custodial parent when parents are separated, divorced, or living apart.

#### **1. Types of Income**

##### **a). Parent, Guardian, or Custodian Income**

Parent, guardian or custodian income can be derived from a number of sources, any of which may apply to specific cases. Sources of income include:

1. Salaries and wages
2. Overtime
3. Shift premium
4. Cost of living allowance
5. Commissions
6. Bonuses
7. Second income

8. Profit sharing
9. Interest income
10. Dividends
11. Annuities
12. Longevity pay
13. Pensions
14. Deferred Compensation/IRA
15. Trust Fund payments
16. Unemployment benefits
17. Strike pay
18. Supplemental Unemployment Benefits (SUB pay)
19. Sick pay
20. Workers Compensation
21. Veterans Administration benefits
22. Social Security (retirement/disability) benefits
23. National Guard and Armed Services pay
24. Insurance policy dividends
25. Rental income
26. Alimony payments
27. Net gambling winnings

There are other kinds of income which can be considered where no money is exchanged, such as in-kind services, trades, or allowances given. The court should use a formula of its own if it chooses to pursue these additions to income.

Non-income or low-income producing assets can also be considered. This will help prevent a parent, guardian or custodian from re-directing income/assets into an area that does not appear as income that would be considered reportable. Examples of this type of asset include:

1. Cash on hand
2. Cash value of insurance policies
3. Loans to a business or third party
4. Real estate (excluding own home and its furnishings)
5. Jewelry
6. Antiques
7. Collections
8. Inventories
9. Vehicles (beyond what is deemed reasonable and necessary for family)
10. Other identified sources

In evaluating the income that could be produced by any of these assets, the court can apply current interest rates for passbook savings accounts, treasury bills, bonds, and certificates of deposit, to the amount of the asset over a given period of time. For example, assets of \$5,000 at 5.5% interest (effective yield of 5.61%), for one year yields interest of \$280.50. A bank or savings and loan can quickly provide the amount of interest that can be earned in any type of account handled by the institution.



If a parent, guardian or custodian is self employed, either in a small business or in a corporation, special attention should be paid to the income reported. It is likely that the personal income reported will be lower than the income/profit from the business. It is important that the total income of the business be evaluated. The following should be included as income:

1. All income from business operations
2. All income from rental properties
3. Taxable and non-taxable net gains.

After this has been derived, reasonable expenses can be deducted. The remaining figure is the net income available. The following are examples of deductions for reasonable expenses:

1. Taxes paid
2. Costs of business and personal health insurance
3. Costs of benefits paid as employer, on behalf of employees
4. Reasonable expenses for business promotion, entertainment, travel, training, and seminars.

In a business, the following should not be included as reasonable expenses:

1. Real estate depreciation
2. Costs of maintaining an office in the home
3. Voluntary contributions to pension, profit sharing and deferred income plans
4. Expenses not considered reasonable from item #4 in the previous section.

If self employment is through a corporation, the following should be included as income:

1. Corporate salary
2. Dividends/interest income
3. Corporation taxable income
4. Taxable and non-taxable net gains
5. Voluntary contributions to pension, profit sharing, and deferred income plans.

If the financial statement does not look complete, it can be returned to the party for additional supportive information. Information which can be requested includes:

1. Federal/state/city income tax returns - for any number of years.
2. Pay stubs
3. Bank statements
4. Domestic Relations Maintenance support orders
5. Copies of W-2 or W-4

6. Business records
7. Billing statements
8. Other identified means of verification.

When income is seasonal or there is a variance in income over a year, more complete information should be requested. Information for the previous year should be used and information on the most recent six to eight weeks of income should be obtained for comparison.

If there are questions about the financial statement, obtain a release from the party to gain the necessary information. Use form JC 37, Request for Financial Information. This form authorizes release of information as requested by the court. The form **must** be signed by the parent, guardian or custodian, **and** by a court representative.

#### **b). Income of minor**

It is critical that the court determine if a child has assets through a trust fund, social security benefits, veterans administration benefits, or child support income from an order of the Circuit Court. **The total amount received from these assets should be directed to the cost of reimbursement.** Any excess amount can be held in trust by the court (see Section D, Collections) and returned to the minor after discharge from care. This account can also be used to pay for emergency needs or incidentals that arise during placement not already funded by operation of another court order.

When a county funded court ward receives Social Security benefits, the court should order the recipient parent, guardian, or custodian to turn benefits received over to the court. In addition, the court should immediately apply to the Social Security Administration to be made the payee for the benefits. If the minor is a state ward, or an ADC-F eligible court ward, the court should notify Department of Social Services to make application for the benefits.

Benefits received on behalf of a minor placed out of the home should not be used in the assessment of a parents ability to pay. However, benefits received for other minors remaining at home should be considered for inclusion as a part of family income.

When there is an order of child support in the Circuit Court, the court should enter an order requesting the Friend of the Court to forward any child support payments received to the Probate Court.

Income that a minor receives from a part/full-time job generally would not be applied to reimbursement of the cost-of-care. The court should use discretion in circumstances where this would be possible. The income of a minor should always be considered for the payment of restitution.

## **2. Formula for Determination of Net Income**

Net income may be best determined by using the previous years tax return. It can

also be determined from the information provided on the financial statement. The only allowable deductions are those that the parent, guardian or custodian is legally responsible to pay. The allowable deductions are:

1. Allowable tax exemptions for natural/adopted children under age 18.
2. Federal, state, and local taxes
3. F.I.C.A.
4. Other deductions allowed by the court (union dues, for example)

One further step can assist in a reimbursement recommendation once net income has been determined, involving two adjustments to net income. First, support paid for all legal dependents under the age of 18, or until they have completed high school, can be deducted from net income. Second, health insurance premiums paid on behalf of the child(ren) in care can be deducted from net income.

The formula is:

$$\text{Gross income} - \text{allowed deductions} = \text{net income}$$

### **3. Imputing Income**

Imputing income is used to calculate the income of a parent, guardian or custodian when the party has voluntarily reduced or eliminated income. Imputing treats the party as having income where there is none.

The court may find it useful or necessary to impute income when a party quits a job to avoid having to pay for out of home care of a child. It is also possible to do this when a party chooses not to take work for the same reason or when a party reduces income enough to show a limited income (for example, by going to part-time from full-time status).

The decision to impute income is discretionary with the court. If a court chooses to impute income, the person investigating income should make two recommendations to the court for ordering reimbursement:

1. based on actual income
2. based on actual income plus imputed income.

#### **a. Factors to consider in imputing income**

1. Employment history of person
2. Educational level of person
3. Job status at time of initial involvement with the court
4. Physical and mental capabilities/disabilities
5. Availability of employment in local area
6. Prevailing wage rates in local area
7. Special skills and training

8. Statement or evidence that the person reduced or ceased employment to avoid any obligation to the court.
9. Evidence that the person is able to earn the imputed income.

**b. Formula for imputing income**

If the imputation is based on a person quitting or reducing income that is known, the formula will take the wage at a regular work week and deduct the allowable expenses. For example, if a person reduces work to 20 hours per week from 40 hours, but keeps the same hourly rate of \$10.00 per hour, the formula for imputing would be:

20 hours x \$10.00 per hour - allowed deductions = amount to be applied to the order from the schedule.

In the same example, there is income based on 20 hours worked at \$10.00 per hour. The income reported should be figured for an actual reimbursement amount. The two can be combined for a total amount of reimbursement to be ordered.

When there is no income, the factors previously listed should be considered. Once a wage/salary figure is arrived at, apply the formula based on a regular work week.

The court may use other methods for determining imputed income. In using a method for imputing, the court should be able to show the reason for imputing, the method used and the basis for the amount imputed.

**B. Making Recommendations To The Judge**

**1. Determination of Recommendations**

The recommendations of the investigator should be based on the information used to determine net income. It is critical that the recommendations have a basis in fact. If the model schedule (see #2 below) is used as the basis of the recommendations, it should be noted. All data compiled should be maintained for reference by the court. Any application of formulas using the data should be done in writing, so that the court can present and defend the method and data used to arrive at recommendations for reimbursement.

If possible, complete the recommendations in the space provided on the Financial Statement (JC 34), page two. Attach pages as necessary for additional recommendations and information on computation of data.

The recommendations should address all areas relevant to the status of the case. See Section III for a listing of the types of care and services that can be considered.

The recommendations should be submitted for consideration by the Judge at the initial disposition [MCL 712A.18(2); MSA 27.3178(598.18(2))]. If necessary information is

not available to make complete recommendations, the recommendations for the order can be framed in one of two ways:

1. that the party be responsible for "0\$" toward the cost-of-care or service, pending receipt of complete information.
2. that the party be responsible for "full cost" of care or service, pending receipt of complete information.

When the parent receives government benefits on behalf of the child(ren) placed in care, the court should determine the amount of the benefits and order the parent, guardian, or custodian to surrender the benefits to the court until the court can become the direct payee of the benefits. Failure of the parent, guardian or custodian to do so should be considered an arrearage to be paid.

Any other aspects of the order of reimbursement that can be addressed, if the dollar amount for cost-of-care or service is not determined, should be included in the recommendations to the Judge for inclusion in the dispositional order. This helps prevent details of the reimbursement order not being adequately addressed.

## **2. Use of the Model Schedule**

The attached model schedule is recommended for use in determining the reimbursement order. The model schedule is based on a type of schedule similar to the Friend of the Court Support Guidelines.

Once the court determines net income, that figure can be applied to the appropriate line on the schedule, to obtain the amount to be ordered for reimbursement.

It is important to note that the schedule is based on one (1) child placed outside the home and up to five (5) children remaining in the home. In situations where more than one child is removed from the home or more than five children remain in the home after a removal, the amount placed in the order of reimbursement is at the discretion of the court.

The schedule should not be used in cases where there is no personal income or where the sole source of income of the parent, guardian or custodian is public assistance or other government benefits not applicable to the care of the minor.

Courts are urged to consider all case circumstances when applying the schedule. Blind adherence to the schedule will create many problems for the court in ordering and collecting reimbursement.

## **C. The Court Order**

The court is required to take the matter of reimbursement into consideration at the dispositional hearing [MCL 712A.18(2); MSA 27.3178(598.18(2))] if a child is placed outside of the child's own home. The court may order reimbursement for the cost of service [MCL

712A.18(3); MSA 27.3178(598.18(3))]. The court may also order reimbursement for the cost of attorney or guardian ad litem fees [MCL 712A.17c(8); MSA 27.3178(598.17c(8)); MCL 712A.18(5); MSA 27.3178(598.18(5)); MCR 5.915 (D); MCR 5.916(D)].

The court order must be reasonable. It must take into account both the income and resources of the child and parent, guardian or custodian. The order cannot be for more than the actual cost. The amount ordered may be based on the guidelines and model schedule created in this document. If the minor receives government benefits, the order may be in the amount of those benefits. The amount ordered remains in the discretion of the court. It is not recommended that courts follow the schedule blindly.

There are two approaches to construction of a reasonable order. First, the court can set a reasonable interval amount to be paid during the time the child is out of the home or receiving services. For example, the order would state that the parent reimburse the court \$50.00 per week for the cost-of-care, paid until the child is returned home.

Second, the court can order a definite total amount of costs, at a reasonable interval payment. For example, the court would order the parent to pay the full cost-of-care, at a rate of \$50.00 per week.

In either example, the order must be based on the Financial Statement and supportive information obtained by the court.

It is of benefit to the court to order payment of the full cost-of-care, services and/or attorney fees, with a reasonable interval payment amount based on the Financial Statement. This accomplishes three things:

1. It provides the court with a mechanism to compute and track the actual cost-of-care or service for the child. This information can be conveyed to the parent, guardian or custodian.
2. It allows the court the flexibility to use parent, guardian or custodian cooperation with the court as an incentive. Compliance with the order could result in release from all or part of the outstanding debt at the end of court jurisdiction.
3. It gives the court the opportunity to recover costs incurred prior to disposition, particularly when the minor is placed outside the parental home.

If the court uses an interval payment approach, working with the parent, guardian or custodian to determine and agree to a payment amount often has a positive impact. Parties can add the payment to their budget and the court is less likely to have to use any of the enforcement steps available.

### **1. Application**

The order can apply to the following parties:

1. Child
2. Custodial parent
3. Non-custodial parent
4. Guardian
5. Custodian

## **2. Form**

The reimbursement provisions should be contained in the Order of Disposition (Delinquency/Child Protective Proceedings) JC 14 and JC 17. If the issue of reimbursement is not fully addressed at disposition, the court can complete the process by entering a separate order by using the Order for Reimbursement (JC 38). Remember that the court must address the issue of reimbursement at disposition, even if a final amount of reimbursement is not set.

## **3. Effect of Order**

The order is effectual and binding only when opportunity for hearing has been given pursuant to issuance of summons or notice, and a copy of the order has been served on the person(s) personally or by first class mail. The order must bear the seal of the court [MCL 712A.18(4); MSA 27.3178(598.18(4))].

## **4. Amendment of the Order**

Changed circumstances may result in a need to amend the order of reimbursement. The affected party(ies) or a representative of the court may request reconsideration of the order. The Motion and Order (JC 15), is used to request opportunity to be heard on changed circumstances.

The Judge should make it clear to the affected parties at disposition that the order can be amended, and by whom. Because the court often discovers financial information after entry of the order of disposition, there must be flexibility for adjustments based on new information. The parent, guardian or custodian can request changes in the order based on changes in income or circumstances. In either case, the court should require completion of a revised Financial Statement (JC 34), with instructions that the changes be noted. The revised statement should be clearly marked and dated to distinguish it from previous statements.

The Court can include a provision in the original order of reimbursement requiring the parent, guardian or custodian to notify the Court of any increase or decrease in income within 7 days of occurrence. The Court should also reserve the right to amend the order if the party fails to notify the Court.

## **5. Review of the Order**

The court can, at any time, order a review of the parent, guardian or custodian's

compliance with the order of reimbursement. Notice must be given for hearing.

If the court orders reimbursement of the full cost-of-care/service with an interval payment amount, a review should be required prior to the release of the child from the court's jurisdiction. This review provides an opportunity for the Judge to look at compliance with the order, payment history, arrearage, enforcement efforts needed and other factors. The court can then determine whether to:

1. Forgive the entire debt
2. Forgive any part of the debt
3. Continue the original/last order as entered
4. Seek voluntary or involuntary wage assignment
5. Amend the existing order.

#### **6. Special Circumstances to Consider**

The court should set an interval payment rate. This rate can be applied to all costs incurred. In many cases there are out of home care costs and attorney fees. The court should determine the more critical area of need and apply collections to that need first. Reimbursement for 100% local expenses may be of primary importance, as can reimbursement to the Child Care Fund, to slow the process of reaching CAP. Where collections should be applied is left to the discretion of the court. The court should specify, by formal policy or through individual orders, how collections will be applied.

The court should establish a schedule for use in applying payments to the amount due for out of home care or attorney fees, if both are owed. For example, if the court orders \$50 per week to be reimbursed for out of home care, \$10 per week can be applied to attorney fees. The \$10 will appear as an arrearage on the account for out of home care. The accounting process needs to be clear in doing this. When the case reaches the point of termination of jurisdiction, forgiving the remaining debt excludes the accrued arrearage.

If the court receives government benefits on behalf of a child, and the cost-of-care is less than the monthly benefits received, Standard Accounting Practices strongly recommend that the court establish a trust and agency account for the unused money, which would be maintained by the county Treasurer.

### **D. Collections and Enforcement**

#### **1. Collections**

The court must set up a collections procedure for the handling of reimbursement made for the cost-of-care or service. A function of the collection process is an accounting and bookkeeping system.

Courts are required to adhere to standards and accounting procedures as defined in the Michigan Court Administration Reference Guide, section 6-05, Trial Court Financial



Standards, and section 6-06, Fund Security Standards. These accounting and bookkeeping standards apply to funds handled by the courts.

Courts must develop a mechanism to document collections. Demonstration of improved collections from year to year can positively impact the courts position with its funding unit. Data collection should be thorough and include the number of days of care by type, costs, number of youth, costs per youth, total collections, comparison of collections to costs, and other relevant data desired by the court and funding unit. This documentation should also be individualized so that parents can be shown what their obligation is compared to the actual cost-of-care.

Each court is urged to establish a formal written policy regarding collections if this document is not used as its policy. The following areas should be addressed in written policy:

1. Types of care and/or service for which reimbursement will be ordered.
2. When assessment will be addressed in the judicial process.
3. The reimbursement schedule to be used.
4. The method used to determine income and resources.
5. Circumstances when the court will not use the schedule.
6. Determine the method of billing.
7. Determine the method of accounting.
8. Definition of a delinquent account.
9. Definition of when and how reimbursement orders will be modified or terminated.
10. How collections are to be credited.
11. Staff positions responsible for each step in the process.

Automation is an option that can create and simplify a collections process. Over time, the costs of automation would be minimal compared to the benefit gained from improved collections. Automation gives the court the option of looking at a coordinated collections process with other courts and departments, adding to cost effectiveness.

#### **a. Child Care Fund**

Accounting procedures for collected reimbursements of Child Care Funds are the responsibility of the Michigan Department of Treasury and the Michigan Department of Social Services. For assistance in establishment or review of accounting procedures, the following offices may be contacted:

Local Audit Division  
Dept. of Treasury  
Treasury Building  
Lansing, MI 48922  
(517) 373-3227

Child Care Fund Program Manager  
Office of Children and Youth Services  
5th Floor, Grand Tower  
Lansing, MI 48909  
(517) 373-7950

Section 6-14 of the Court Administration Reference Guide, Reimbursement From Litigants, cites 1982 P.A. 398 regarding collection and disbursement of reimbursement. It states that 25% of all amounts collected as a result of an order placing a child outside of the home, therefore eligible for payment out of the Child Care Fund, shall be credited to the appropriate fund of the county to offset the administrative cost of collections. The balance of all amounts collected shall be divided in the same ratio in which the county, state and federal government share in the cost-of-care.

Follow the procedures specified in the Uniform Accounting Procedures Manual for County Probate Court Child Care Fund for billing, accounts receivable and accounting and receipting of cash collections. Further information can be obtained from either of the referenced people.

General issues to consider:

1. Billing statements should be regular and consistent for all accounts.
2. Accounts receivable are based on the amount ordered by the court.
3. If the total amount of care is ordered, at a specific rate, show the rate as the amount accrued, to avoid a "false" accounts receivable amount.
4. If the total amount is ordered at a specific rate, the total cost-of-care must be tracked separately by the court for budget and case review purposes.
5. The court must establish a receipting and ledger system. The system should indicate what account the payment is for, the name and number of the case, and receipt numbers.
6. The court must define what it considers to be a delinquent account (see #2 - Enforcement).
7. Monies collected must be transmitted to the Treasurer of the funding unit for deposit in the proper fund of the county. Deposits should be made on a regular basis.
8. Questions regarding proper use of the DSS 207 form or how to report various types of revenue should be directed to the Child Care Fund Program Manager at the listed address.

9. A trust account must be set up with the funding unit Treasurer if government benefits are received by the court and the amount exceeds the cost-of-care.
10. The court should designate the person(s) responsible for collections.

#### **b. Distribution of Collections**

The proper funding source must be credited when reimbursements are made to the court. Collections are to be credited to the fund which has been charged for the costs. The following guidelines apply to distribution of collections:

1. For reimbursement of services performed by the County Juvenile Officer, Basic Grant or Child Care Fund paid In-Home Care staff, the county can deduct the 25% collection fee, and then must share the remainder with the state in the same ratio as funded.
2. Services funded through the Child Care Fund or Basic Grant are shared in the same ratio as funded, minus the 25% collection fee.
3. The county does not apply the 25% collection fee for government benefit collections.
4. Any court ordered collections that are Child Care Fund or Basic Grant related are to be reported on DSS form 207.
5. The court retains all collections for services provided by staff that are 100% paid by the county.
6. Court ordered reimbursements for state wards is shared in the same ratio as funded. The court retains the 25% collection fee.
7. The court must make the state the payee of government benefits for state wards receiving them.
8. If the court collects benefits on behalf of a state ward, it is reported in the same ratio as shared.
9. Government benefits collected cannot be applied to the reimbursement of attorney fees.

#### **2. Enforcement**

Enforcement is an integral part of the collection process. The court must determine a definition of what a delinquent account is. Then it must decide how it can best deal with delinquent accounts. Community standards and staff availability often dictate how delinquent accounts will be handled. Court time available impacts on the number and severity of the steps used in the cost recovery process.

The steps of enforcement defined are not all inclusive. Some may not work effectively in a community and it may be too cumbersome to use all the steps identified. The court is encouraged to select those parts of enforcement that can be used effectively, and to use creativity in developing other tools to make enforcement work.

#### **a. Defining a Delinquent Account**

Each court must determine what it considers to be a delinquent account. Generally, an account is delinquent as soon as a payment is not made by the due date set by the court. For purposes of enforcement, the court may consider an account delinquent for enforcement at a later time, for example, 30 days after the due date. The court should use its discretion in determining a cutoff date for enforcement.

#### **b. Billing Statements**

The billing statement should be considered a part of the enforcement process. Statements should be sent out regularly, at least monthly. The billing statement should include the following information:

1. Address/telephone information on the party
2. Terms and date of the court order
3. Up-to-date billing postings
4. Up-to-date payment postings
5. Current balance due
6. Due date for next payment
7. Total cost of care to date
8. Other information as locally determined

#### **c. Monitoring Accounts**

Accounts should be monitored regularly to determine if they are delinquent. A staff person or department should have responsibility for this assignment. A key aspect of making enforcement work is to respond in the time frames set out by the court.

When an account is determined delinquent, it should be turned over to the person or department responsible for initiating and tracking the enforcement procedure.

#### **d. Enforcement Procedures**

##### **1. Warning Letter**

This is usually the first step. The letter should include:

1. The terms and date of the order
2. The balance due
3. Clear warning of the intent of the court to pursue show cause proceedings
4. A specific date by which the party must comply
5. Information on how to contact the court

## 2. Direct Contact

This could be a warning by telephone or in person. It can occur informally, when the party is in contact with the court on another matter and the court seizes the opportunity to address the delinquent account. If this method is used, as a regular function of enforcement or as an occasional opportunity, the contact and its results should be recorded as part of the file.

## 3. Voluntary Wage Assignment

A voluntary wage assignment can be executed at any time. If the party believes it will be difficult to make regular payments, or is delinquent in doing so, wages can be assigned with the knowledge and understanding of the party.

This can be suggested as a means to avoid having the arrearage of an account become overwhelming.

In making a voluntary wage assignment, form JC 39, Order for Assignment of Wages, should be used.

## 4. Petition and Order To Show Cause

If the account remains unpaid after warning, the court should be petitioned to issue an order to the party to show cause as to why an order for contempt of court should not be entered. Form JC 24, Petition and Order To Show Cause must be used for this purpose.

The show cause order should include the following information:

1. The date of the order ignored
2. Terms of the order
3. Amount paid to date
4. Payment history
5. Date and amount of last payment made
6. Total amount of arrearage

JC 24 includes a line for scheduling a date and time for hearing. The court should set policy for circumstances when payment in lieu of the hearing is acceptable, the minimum payment that is acceptable, and if payment is made, what steps of the enforcement process will be used in the future if the account again becomes delinquent (if a warning letter is ignored once, it may be ignored again).

## 5. Show Cause Hearing

The court may choose to have the responsible party meet with the Finance Officer, Administrator or Referee prior to convening the hearing. If the party appears in court prepared to pay, an agreement can be worked out informally and the hearing postponed.

The staff person can work out terms to be entered as part of the hearing record and order. It is also an opportunity to propose alternatives, such as Assignment of Wages.

The Judge should hold the hearing. The party should know the Judge is involved in the process, and willing to take the necessary steps to enforce the original order. The hearing will result in findings that will cause one of the following steps (#6-11) to occur.

#### 6. Forgive All or Part of the Debt

Changed or unforeseen circumstances may cause the court to find that the debt should be forgiven. This may occur from a certain point in time (for example, if a recent injury or illness has forced the party out of work) or from date of the original order. A good record should be made, and an amended Order of Reimbursement (JC 38) be issued.

#### 7. Contempt of Court

Contempt of court is the finding made in the show cause hearing if the party is found responsible for willful non-payment. The court can then apply appropriate sanctions to obtain payment.

#### 8. Involuntary Wage Assignment

If the party is found to be in contempt of court, the court may issue an order assigning wages, pursuant to MCL 712A.18b; MSA 27.3178(598.18b). Form JC 39 must be used for this action.

The wage assignment is effective one week after personal service or delivery by certified or first class mail is executed on the employer. If the party is self employed, a wage assignment may be more difficult.

#### 9. Bench Warrant

If the party fails to appear in answer to the Order to Show Cause, the court may issue a bench warrant to compel appearance by arrest. The bench warrant can be used to bring the party directly to court or to have the party detained pending a court hearing.

The court may wish to attempt to contact the party by letter or telephone prior to issuance of a bench warrant to determine if other action can be taken.

#### 10. Civil Contempt Penalties

The court can impose civil contempt penalties. The term of imprisonment ceases when the party cited complies with the order of the court or when it is no longer within the party's power to comply. [MCL 600.1715(2)]. The court should include in the order an amount to be paid toward the unpaid account that, when paid, will cause the release of the party. The amount is at the discretion of the Judge.

## 11. Criminal Contempt Penalties

The court can impose criminal contempt penalties of up to 30 days in jail, a fine of up to \$250, or both. [MCL 600.1715(1)].

### NOTES ON USE OF CONTEMPT OF COURT

The following are notes from discussions of the Reimbursement Guidelines Committee that are not intended to reflect requirements of courts or development of formal policy by courts.

Use of contempt of court must be carefully considered. Putting a party in jail for failure to pay can have a reverse effect from that intended; jailing could cause loss of a job permanently, which means the court would be unable to collect any reimbursement.

Assessing a fine can be counter-productive, because the court must then decide which account is to be paid first, the delinquent reimbursement account or fine.

Enforcement of contempt can be of benefit. The perspective people have of the court's intentions can be quickly changed. If used selectively, the word will get into the community that the court will not only threaten, but act. To effectively use contempt, the court must:

1. Have the authority to use contempt of court
2. Assert its willingness to use contempt of court
3. Foster the belief of parties that it will happen

Contempt of court should be considered an option only as a last resort.

There are a number of requirements for use of contempt of court:

1. The court must have proper jurisdiction
2. The original order must be clear
3. The respondent must have due notice and time for the hearing
4. It must be possible for the person to perform the order
5. It must be determined that jail will compel performance

The burden of proof for contempt proceedings is:

1. On the petitioner to show that there was a failure to pay
2. On the respondent to show that the failure to pay was not willful
3. On the respondent to present a valid reason for not paying

To find a party in contempt, the court must find that there was sufficient ability to pay, and that there was a failure to do so.

If the court orders jailing, the party is not relieved of the responsibility to pay the

balance of the delinquent account.

For further reference, see the Trial Court Bench Guide, Volume II, (published by MJI) for a general analysis and procedural details of contempt proceedings.

## 12. Tax Intercept

Public Acts 112 and 113 (1989) permit the Probate Court to enter intercept orders for the state income tax refunds of a child, parent, guardian or custodian in matters where there are delinquent accounts. In November, 1989, the State Court Administrative Office distributed guidelines to all courts regarding the intercept process. Courts are encouraged to refer to the guidelines for proper application (see Attachment).

## 13. Alternatives to Reimbursement

If reimbursement is found to be impossible, and enforcement is not likely to produce desired results, the court may consider other forms of "reimbursement". Examples include:

1. Community Service
2. In-kind services delivered
3. Volunteer services
4. Participation in and completion of other ordered requirements (therapy, substance abuse treatment, etc.)
5. Transportation services
6. Frequent court review of existing situation.
7. Other alternatives determined by the court

## **E. Restitution**

Restitution is a specific form of reimbursement. It can be ordered by the court as a condition of probation. Restitution must be addressed specifically in the order of disposition. Money collected for restitution generates no revenue for the court; the court provides collection and disburses money to the victim. Either a child or custodial parent may be ordered by the court to pay restitution. Complete statutory cites covering restitution are found in MCL 712A.18(7-14).

## **F. Bail Money**

If a minor is detained by the court and the parent, guardian or custodian posts bail for the release of the minor, the bail money can be applied to reimbursement ordered at disposition. MCR 5.93<sup>5</sup>(C)(6)(a) states:

"If disposition imposes reimbursement or costs, the bail money posted by the parent must first be applied to the amount of reimbursement and costs, and the balance, if any, returned."

The court rule also addresses court procedures when the minor is discharged from



all obligations in the case [MCR 5.935(C)(6)(b)] and when conditions of bail are not met [MCR 5.935(C)(7)(a) and (b)].

## VI. RESOURCES

1. Brochure - each court is encouraged to develop a brochure outlining its' reimbursement program.

2. Many courts are operating successful reimbursement programs. Courts are encouraged to make contact with other courts to discuss reimbursement programs, and the alternatives being used. As reimbursement becomes more critical to the courts, there is increasing involvement in collections.

3. The Office of Systems Management (OSM) of the State Court Administrative Office has developed a financial package for courts that are automated. The package can be of much assistance in a court's implementation of the Reimbursement Guidelines.

4. Reimbursement Guidelines Committee Members:

- Hon. Joan Young, Oakland County Probate Court
- Hon. Thomas Shumaker, St. Joseph County Probate Court
- Joseph Leary, Court Administrator, Van Buren County Juvenile Court
- David Stanifer, Court Administrator, Lenawee County Juvenile Court
- William Fox, Office of Children and Youth Services
- William Newhouse, Probate Court Analyst, State Court Administrative Office

## VII. CASELAW

Contempt - jurisdiction - Matter of Summerville 148 Mich App 334 (1986)

- proper jurisdiction required - Hopp v Hopp 156 N.W. 2d 213 (Minn)
- can be enforced civilly or criminally - Sword v Sword 399 Mich 367 (1976)
- is it a remedy if child over 18 - Wasson v Wasson 52 Mich App 91 (1974)
- defenses to contempt - Sword v Sword 399 Mich 367 (1976) - inability to comply
  - U.S.C.A. sec. 523 (5) - bankruptcy
  - Havens v Havens 335 Mich 448 (1953) - support not in order

Judgment - interest allowed - McClure v McClure 75 Mich App 715, 717 (1977)

Wage Assignment - garnishment not allowed in Michigan - Helm v Helm 17 Mich. App 246 (1969)

Injunctive Powers - can be used to follow property - St. Ana v St. Ana 353 Mich 271 (1958)

Cancelling Obligation - death does not cancel - Creyts v Creyts 143 Mich 375 (1906)

Public Assistance Payments - general assistance - Dept. of Social Services v Harris 182 Mich App 686 (1990).

- ADC benefits - Causley v LaFreniere 78 Mich App 250 (1977).

Social Security and Veterans Benefits - application to reimbursement - In Re Vary Estate 1401 Mich 340 (1977)  
State Treasurer v Brown 125 Mich App 620 (1983)

Court Appointed Counsel - party has right in any hearing for contempt or threat to incarcerate - Mead v Batchlor Supreme Ct. Docket #81950, August 28, 1990.

#### VIII. ATTACHMENTS

The following attachments are included for reference and use in creating or evaluating a reimbursement program. The attachments are referred to in the document.

1. Attachment A - 1982 P.A. 398
2. Attachment B - Copies of forms used in reimbursement procedures.
3. Attachment C - Tax Intercept Guidelines
4. Attachment D - Chart computing cost of Court Services and Fund Crediting.
5. Attachment E - Copy of DSS Guidelines for Collections
6. Attachment F - Model Schedule

# COMPUTING COST OF COURT SERVICES

## SERVICE

PROBATION & CASWORK SERVICES	PSYCHOLOGICAL TESTING - Court Staff	PSYCHOLOGICAL TESTING - Outside Court Staff	COUNSELING BY PSYCHOLOGIST, PSYCHIATRIST OR PSYCHIATRIC SOCIAL WORKER Court Staff Outside Court Staff	IN HOME CARE Home Detention & Intense Probation	ATTORNEY FEES	OTHER
Hourly Cost of staff assigned based on actual hours of service delivered.	Hourly cost of court staff providing service	Actual cost of service locally	Hourly cost of staff delivering service	Actual cost of service locally	Hourly cost of court staff providing service	Actual amount expended by court based on ability to pay
CREDIT APPROPRIATE FUND IN DIRECT PROPORTION TO AMOUNT CONTRIBUTED	CREDIT GENERAL FUND	CREDIT GENERAL FUND	CREDIT GENERAL FUND	CREDIT GENERAL FUND	CREDIT APPROPRIATE FUND IN DIRECT PROPORTION TO AMOUNT CONTRIBUTED	CREDIT GENERAL FUND
						Base on actual cost of providing service
						CREDIT APPROPRIATE FUND

The court may not charge for any service until adjudication and entry of an order of disposition. The committee does not believe HCLA 712A.18(3) permits assessing for costs incurred prior to entry of an order of disposition after adjudication. In no case should the cost of service exceed the actual cost of direct service rendered. It is recommended that court staff delivering such services maintain accurate records of their contacts with clients including time expended in order to verify any billings. If affected parties cannot pay the lump sum, the reimbursement schedule should be consulted to determine possible monthly payment schedules based on net income.

## DEFINITION OF COSTS:

Costs include fringes, travel time and mileage associated with the direct delivery of services. The committee did not recommend assessing indirect costs such as support, supplies, office space, supervision, etc.

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## SCHEDULE OF PAYMENTS

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## PAYMENTS FOR ONE CHILD BEING REMOVED FROM THE HOME

No of Children in family		1	2	3	4	5
Percent		6%	5%	4%	3%	2%
WEEKLY FAMILY INCOME	\$100.00	\$6.00	\$5.00	\$4.00	\$3.00	\$2.00
	\$105.00	\$6.30	\$5.25	\$4.20	\$3.15	\$2.10
	\$110.00	\$6.60	\$5.50	\$4.40	\$3.30	\$2.20
	\$115.00	\$6.90	\$5.75	\$4.60	\$3.45	\$2.30
	\$120.00	\$7.20	\$6.00	\$4.80	\$3.60	\$2.40
		7%	6%	5%	4%	3%
WEEKLY FAMILY INCOME	\$125.00	\$8.75	\$7.50	\$6.25	\$5.00	\$3.75
	\$130.00	\$9.10	\$7.80	\$6.50	\$5.20	\$3.90
	\$135.00	\$9.45	\$8.10	\$6.75	\$5.40	\$4.05
	\$140.00	\$9.80	\$8.40	\$7.00	\$5.60	\$4.20
	\$145.00	\$10.15	\$8.70	\$7.25	\$5.80	\$4.35
		8%	7%	6%	5%	4%
WEEKLY FAMILY INCOME	\$150.00	\$12.00	\$10.50	\$9.00	\$7.50	\$6.00
	\$155.00	\$12.40	\$10.85	\$9.30	\$7.75	\$6.20
	\$160.00	\$12.80	\$11.20	\$9.60	\$8.00	\$6.40
	\$165.00	\$13.20	\$11.55	\$9.90	\$8.25	\$6.60
	\$170.00	\$13.60	\$11.90	\$10.20	\$8.50	\$6.80
		9%	8%	7%	6%	5%
WEEKLY FAMILY INCOME	\$175.00	\$15.75	\$14.00	\$12.25	\$10.50	\$8.75
	\$180.00	\$16.20	\$14.40	\$12.60	\$10.80	\$9.00
	\$185.00	\$16.65	\$14.80	\$12.95	\$11.10	\$9.25
	\$190.00	\$17.10	\$15.20	\$13.30	\$11.40	\$9.50
	\$195.00	\$17.55	\$15.60	\$13.65	\$11.70	\$9.75
		10%	9%	8%	7%	6%
WEEKLY FAMILY INCOME	\$200.00	\$20.00	\$18.00	\$16.00	\$14.00	\$12.00
	\$205.00	\$20.50	\$18.45	\$16.40	\$14.35	\$12.30
	\$210.00	\$21.00	\$18.90	\$16.80	\$14.70	\$12.60
	\$215.00	\$21.50	\$19.35	\$17.20	\$15.05	\$12.90
	\$220.00	\$22.00	\$19.80	\$17.60	\$15.40	\$13.20

## PAYMENTS FOR ONE CHILD BEING REMOVED FROM THE HOME

No of Children in family		1	2	3	4	5
Percent		11%	10%	9%	8%	7%
WEEKLY	\$225.00	\$24.75	\$22.50	\$20.25	\$18.00	\$15.75
FAMILY	\$230.00	\$25.30	\$23.00	\$20.70	\$18.40	\$16.10
INCOME	\$235.00	\$25.85	\$23.50	\$21.15	\$18.80	\$16.45
	\$240.00	\$26.40	\$24.00	\$21.60	\$19.20	\$16.80
	\$245.00	\$26.95	\$24.50	\$22.05	\$19.60	\$17.15
Percent		12%	11%	10%	9%	8%
WEEKLY	\$250.00	\$30.00	\$27.50	\$25.00	\$22.50	\$20.00
FAMILY	\$255.00	\$30.60	\$28.05	\$25.50	\$22.95	\$20.40
INCOME	\$260.00	\$31.20	\$28.60	\$26.00	\$23.40	\$20.80
	\$265.00	\$31.80	\$29.15	\$26.50	\$23.85	\$21.20
	\$270.00	\$32.40	\$29.70	\$27.00	\$24.30	\$21.60
Percent		13%	12%	11%	10%	9%
WEEKLY	\$275.00	\$35.75	\$33.00	\$30.25	\$27.50	\$24.75
FAMILY	\$280.00	\$36.40	\$33.60	\$30.80	\$28.00	\$25.20
INCOME	\$285.00	\$37.05	\$34.20	\$31.35	\$28.50	\$25.65
	\$290.00	\$37.70	\$34.80	\$31.90	\$29.00	\$26.10
	\$295.00	\$38.35	\$35.40	\$32.45	\$29.55	\$26.55
Percent		14%	13%	12%	11%	10%
WEEKLY	\$300.00	\$42.00	\$39.00	\$36.00	\$33.00	\$30.00
FAMILY	\$305.00	\$42.70	\$39.65	\$36.60	\$33.55	\$30.50
INCOME	\$310.00	\$43.40	\$40.30	\$37.20	\$34.10	\$31.00
	\$315.00	\$44.10	\$40.95	\$37.80	\$34.65	\$31.50
	\$320.00	\$44.80	\$41.60	\$38.40	\$35.20	\$32.00
Percent		15%	14%	13%	12%	11%
WEEKLY	\$325.00	\$48.75	\$45.50	\$42.25	\$39.00	\$35.75
FAMILY	\$330.00	\$49.50	\$46.20	\$42.90	\$39.60	\$36.30
INCOME	\$335.00	\$50.25	\$46.90	\$43.55	\$40.20	\$36.85
	\$340.00	\$51.00	\$47.60	\$44.20	\$40.80	\$37.40
	\$345.00	\$51.75	\$48.30	\$44.85	\$41.40	\$37.95

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## SCHEDULE OF PAYMENTS

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## PAYMENTS FOR ONE CHILD BEING REMOVED FROM THE HOME

No of Children in family		1	2	3	4	5
Percent		16%	15%	14%	13%	12%
WEEKLY	\$350.00	\$56.00	\$52.50	\$49.00	\$45.50	\$42.00
FAMILY	\$355.00	\$56.80	\$53.25	\$49.70	\$46.15	\$42.60
INCOME	\$360.00	\$57.60	\$54.00	\$50.40	\$46.80	\$43.20
	\$365.00	\$58.40	\$54.75	\$51.10	\$47.45	\$43.80
	\$370.00	\$59.20	\$55.50	\$51.80	\$48.10	\$44.40
Percent		17%	16%	15%	14%	13%
WEEKLY	\$375.00	\$63.75	\$60.00	\$56.25	\$52.50	\$48.75
FAMILY	\$380.00	\$64.60	\$60.80	\$57.00	\$53.20	\$49.40
INCOME	\$385.00	\$65.45	\$61.60	\$57.75	\$53.90	\$50.05
	\$390.00	\$66.30	\$62.40	\$58.50	\$54.60	\$50.70
	\$395.00	\$67.15	\$63.20	\$59.25	\$55.30	\$51.35
Percent		18%	17%	16%	15%	14%
WEEKLY	\$400.00	\$72.00	\$68.00	\$64.00	\$60.00	\$56.00
FAMILY	\$405.00	\$72.90	\$68.85	\$64.80	\$60.75	\$56.70
INCOME	\$410.00	\$73.80	\$69.70	\$65.60	\$61.50	\$57.40
	\$415.00	\$74.70	\$70.55	\$66.40	\$62.25	\$58.10
	\$420.00	\$75.60	\$71.40	\$67.20	\$63.00	\$58.80
Percent		19%	18%	17%	16%	15%
WEEKLY	\$425.00	\$80.75	\$76.50	\$72.25	\$68.00	\$63.75
FAMILY	\$430.00	\$81.70	\$77.40	\$73.10	\$68.80	\$64.50
INCOME	\$435.00	\$82.65	\$78.30	\$73.95	\$69.60	\$65.25
	\$440.00	\$83.60	\$79.20	\$74.80	\$70.40	\$66.00
	\$445.00	\$84.55	\$80.10	\$75.65	\$71.20	\$66.75
Percent		20%	19%	18%	17%	16%
WEEKLY	\$450.00	\$90.00	\$85.50	\$81.00	\$76.50	\$72.00
FAMILY	\$455.00	\$91.00	\$86.45	\$81.90	\$77.35	\$72.80
INCOME	\$460.00	\$92.00	\$87.40	\$82.80	\$78.20	\$73.60
	\$465.00	\$93.00	\$88.35	\$83.70	\$79.05	\$74.40
	\$470.00	\$94.00	\$89.30	\$84.60	\$79.90	\$75.20

## PAYMENTS FOR ONE CHILD BEING REMOVED FROM THE HOME

No of Children in family		1	2	3	4	5	
Percent		21%	20%	19%	18%	17%	
WEEKLY	\$475.00	\$99.75	\$95.00	\$90.25	\$85.50	\$80.75	
FAMILY	\$480.00	\$100.80	\$96.00	\$91.20	\$86.40	\$81.60	
INCOME	\$485.00	\$101.85	\$97.00	\$92.15	\$87.30	\$82.45	
	\$490.00	\$102.90	\$98.00	\$93.10	\$88.20	\$83.30	
	\$495.00	\$103.95	\$99.00	\$94.05	\$89.10	\$84.15	
Percent		22%	21%	20%	19%	18%	
WEEKLY	\$500.00	\$110.00	\$105.00	\$100.00	\$95.00	\$90.00	
FAMILY	\$505.00	\$111.10	\$106.05	\$101.00	\$95.95	\$90.90	
INCOME	\$510.00	\$112.20	\$107.10	\$102.00	\$96.90	\$91.80	
	\$515.00	\$113.30	\$108.15	\$103.00	\$97.85	\$92.70	
	\$520.00	\$114.40	\$109.20	\$104.00	\$98.80	\$93.60	
Percent		23%	22%	21%	20%	19%	
WEEKLY	\$525.00	\$120.75	\$115.50	\$110.25	\$105.00	\$99.75	
FAMILY	\$530.00	\$121.90	\$116.60	\$111.30	\$106.00	\$100.70	
INCOME	\$535.00	\$123.05	\$117.70	\$112.35	\$107.00	\$101.65	
	\$540.00	\$124.20	\$118.80	\$113.40	\$108.00	\$102.60	
	\$545.00	\$125.35	\$119.90	\$114.45	\$109.00	\$103.55	
Percent		24%	23%	22%	21%	20%	
WEEKLY	\$550.00	\$132.00	\$126.50	\$121.00	\$115.50	\$110.00	
FAMILY	\$555.00	\$133.20	\$127.65	\$122.10	\$116.55	\$111.00	
INCOME	\$560.00	\$134.40	\$128.80	\$123.20	\$117.60	\$112.00	
	\$565.00	\$135.60	\$129.95	\$124.30	\$118.65	\$113.00	
	\$570.00	\$136.80	\$131.10	\$125.40	\$119.70	\$114.00	
Percent		25%	24%	23%	22%	21%	20%
WEEKLY	\$575.00	\$143.75	\$138.00	\$132.25	\$126.50	\$120.75	
FAMILY	\$580.00	\$145.00	\$139.20	\$133.40	\$127.60	\$121.80	
INCOME	\$585.00	\$146.25	\$140.40	\$134.55	\$128.70	\$122.85	
	\$590.00	\$147.50	\$141.60	\$135.70	\$129.80	\$123.90	
	\$595.00	\$148.75	\$142.80	\$136.85	\$130.90	\$124.95	

## PAYMENTS FOR ONE CHILD BEING REMOVED FROM THE HOME

No of Children in family		1	2	3	4	5
Percent		25%	25%	24%	23%	22%
WEEKLY	\$600.00	\$150.00	\$150.00	\$144.00	\$138.00	\$132.00
FAMILY	\$605.00	\$151.25	\$151.25	\$145.20	\$139.15	\$133.10
INCOME	\$610.00	\$152.50	\$152.50	\$146.40	\$140.30	\$134.20
	\$615.00	\$153.75	\$153.75	\$147.60	\$141.45	\$135.30
	\$620.00	\$155.00	\$155.00	\$148.80	\$142.60	\$136.40
Percent		25%	25%	25%	24%	23%
WEEKLY	\$625.00	\$156.25	\$156.25	\$156.25	\$150.00	\$143.75
FAMILY	\$630.00	\$157.50	\$157.50	\$157.50	\$151.20	\$144.90
INCOME	\$635.00	\$158.75	\$158.75	\$158.75	\$152.40	\$146.05
	\$640.00	\$160.00	\$160.00	\$160.00	\$153.60	\$147.20
	\$645.00	\$161.25	\$161.25	\$161.25	\$154.80	\$148.35
Percent		25%	25%	25%	25%	24%
WEEKLY	\$650.00	\$162.50	\$162.50	\$162.50	\$162.50	\$156.00
FAMILY	\$655.00	\$163.75	\$163.75	\$163.75	\$163.75	\$157.20
INCOME	\$660.00	\$165.00	\$165.00	\$165.00	\$165.00	\$158.40
	\$665.00	\$166.25	\$166.25	\$166.25	\$166.25	\$159.60
	\$670.00	\$167.50	\$167.50	\$167.50	\$167.50	\$160.80
Percent		25%	25%	25%	25%	25%
WEEKLY	\$675.00	\$168.75	\$168.75	\$168.75	\$168.75	\$168.75
FAMILY	\$680.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00
INCOME	\$685.00	\$171.25	\$171.25	\$171.25	\$171.25	\$171.25
	\$690.00	\$172.50	\$172.50	\$172.50	\$172.50	\$172.50
	\$695.00	\$173.75	\$173.75	\$173.75	\$173.75	\$173.75
Percent		25%	25%	25%	25%	25%
WEEKLY	\$700.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
FAMILY	\$705.00	\$176.25	\$176.25	\$176.25	\$176.25	\$176.25
INCOME	\$710.00	\$177.50	\$177.50	\$177.50	\$177.50	\$177.50
	\$715.00	\$178.75	\$178.75	\$178.75	\$178.75	\$178.75
	\$720.00	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00



## PAYMENTS FOR ONE CHILD BEING REMOVED FROM THE HOME

No of Children in family		1	2	3	4	5
Percent		25%	25%	25%	25%	25%
WEEKLY	\$725.00	\$181.25	\$181.25	\$181.25	\$181.25	\$181.25
FAMILY	\$730.00	\$182.50	\$182.50	\$182.50	\$182.50	\$182.50
INCOME	\$735.00	\$183.75	\$183.75	\$183.75	\$183.75	\$183.75
	\$740.00	\$185.00	\$185.00	\$185.00	\$185.00	\$185.00
	\$745.00	\$186.25	\$186.25	\$186.25	\$186.25	\$186.25
Percent		25%	25%	25%	25%	25%
WEEKLY	\$750.00	\$187.50	\$187.50	\$187.50	\$187.50	\$187.50
FAMILY	\$755.00	\$188.75	\$188.75	\$188.75	\$188.75	\$188.75
INCOME	\$760.00	\$190.00	\$190.00	\$190.00	\$190.00	\$190.00
	\$765.00	\$191.25	\$191.25	\$191.25	\$191.25	\$191.25
	\$770.00	\$192.50	\$192.50	\$192.50	\$192.50	\$192.50
Percent		25%	25%	25%	25%	25%
WEEKLY	\$775.00	\$193.75	\$193.75	\$193.75	\$193.75	\$193.75
FAMILY	\$780.00	\$195.00	\$195.00	\$195.00	\$195.00	\$195.00
INCOME	\$785.00	\$196.25	\$196.25	\$196.25	\$196.25	\$196.25
	\$790.00	\$197.50	\$197.50	\$197.50	\$197.50	\$197.50
	\$795.00	\$198.75	\$198.75	\$198.75	\$198.75	\$198.75
Percent		25%	25%	25%	25%	25%
WEEKLY	\$800.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
FAMILY	\$805.00	\$201.25	\$201.25	\$201.25	\$201.25	\$201.25
INCOME	\$810.00	\$202.50	\$202.50	\$202.50	\$202.50	\$202.50
	\$815.00	\$203.75	\$203.75	\$203.75	\$203.75	\$203.75
	\$820.00	\$205.00	\$205.00	\$205.00	\$205.00	\$205.00
Percent		25%	25%	25%	25%	25%
WEEKLY	\$825.00	\$206.25	\$206.25	\$206.25	\$206.25	\$206.25
FAMILY	\$830.00	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50
INCOME	\$835.00	\$208.75	\$208.75	\$208.75	\$208.75	\$208.75
	\$840.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00
	\$845.00	\$211.25	\$211.25	\$211.25	\$211.25	\$211.25

## PAYMENTS FOR ONE CHILD BEING REMOVED FROM THE HOME

No of Children in family		1	2	3	4	5
Percent		25%	25%	25%	25%	25%
WEEKLY	\$850.00	\$212.50	\$212.50	\$212.50	\$212.50	\$212.50
FAMILY	\$855.00	\$213.75	\$213.75	\$213.75	\$213.75	\$213.75
INCOME	\$860.00	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00
	\$865.00	\$216.25	\$216.25	\$216.25	\$216.25	\$216.25
	\$870.00	\$217.50	\$217.50	\$217.50	\$217.50	\$217.50
Percent		25%	25%	25%	25%	25%
WEEKLY	\$875.00	\$218.75	\$218.75	\$218.75	\$218.75	\$218.75
FAMILY	\$880.00	\$220.00	\$220.00	\$220.00	\$220.00	\$220.00
INCOME	\$885.00	\$221.25	\$221.25	\$221.25	\$221.25	\$221.25
	\$890.00	\$222.50	\$222.50	\$222.50	\$222.50	\$222.50
	\$895.00	\$223.75	\$223.75	\$223.75	\$223.75	\$223.75
Percent		25%	25%	25%	25%	25%
WEEKLY	\$900.00	\$225.00	\$225.00	\$225.00	\$225.00	\$225.00
FAMILY	\$905.00	\$226.25	\$226.25	\$226.25	\$226.25	\$226.25
INCOME	\$910.00	\$227.50	\$227.50	\$227.50	\$227.50	\$227.50
	\$915.00	\$228.75	\$228.75	\$228.75	\$228.75	\$228.75
	\$920.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00
Percent		25%	25%	25%	25%	25%
WEEKLY	\$925.00	\$231.25	\$231.25	\$231.25	\$231.25	\$231.25
FAMILY	\$930.00	\$232.50	\$232.50	\$232.50	\$232.50	\$232.50
INCOME	\$935.00	\$233.75	\$233.75	\$233.75	\$233.75	\$233.75
	\$940.00	\$235.00	\$235.00	\$235.00	\$235.00	\$235.00
	\$945.00	\$236.25	\$236.25	\$236.25	\$236.25	\$236.25
Percent		25%	25%	25%	25%	25%
WEEKLY	\$950.00	\$237.50	\$237.50	\$237.50	\$237.50	\$237.50
FAMILY	\$955.00	\$238.75	\$238.75	\$238.75	\$238.75	\$238.75
INCOME	\$960.00	\$240.00	\$240.00	\$240.00	\$240.00	\$240.00
	\$965.00	\$241.25	\$241.25	\$241.25	\$241.25	\$241.25
	\$970.00	\$242.50	\$242.50	\$242.50	\$242.50	\$242.50

## PAYMENTS FOR ONE CHILD BEING REMOVED FROM THE HOME

No of Children in family		1	2	3	4	5
Percent		25%	25%	25%	25%	25%
WEEKLY	\$975.00	\$243.75	\$243.75	\$243.75	\$243.75	\$243.75
FAMILY	\$980.00	\$245.00	\$245.00	\$245.00	\$245.00	\$245.00
INCOME	\$985.00	\$246.25	\$246.25	\$246.25	\$246.25	\$246.25
	\$990.00	\$247.50	\$247.50	\$247.50	\$247.50	\$247.50
	\$995.00	\$248.75	\$248.75	\$248.75	\$248.75	\$248.75
Percent		25%	25%	25%	25%	25%
WEEKLY	\$1,000.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
FAMILY	\$1,005.00	\$251.25	\$251.25	\$251.25	\$251.25	\$251.25
INCOME	\$1,010.00	\$252.50	\$252.50	\$252.50	\$252.50	\$252.50
	\$1,015.00	\$253.75	\$253.75	\$253.75	\$253.75	\$253.75
	\$1,020.00	\$255.00	\$255.00	\$255.00	\$255.00	\$255.00
Percent		25%	25%	25%	25%	25%
WEEKLY	\$1,025.00	\$256.25	\$256.25	\$256.25	\$256.25	\$256.25
FAMILY	\$1,030.00	\$257.50	\$257.50	\$257.50	\$257.50	\$257.50
INCOME	\$1,035.00	\$258.75	\$258.75	\$258.75	\$258.75	\$258.75
	\$1,040.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00
	\$1,045.00	\$261.25	\$261.25	\$261.25	\$261.25	\$261.25
Percent		25%	25%	25%	25%	25%
WEEKLY	\$1,050.00	\$262.50	\$262.50	\$262.50	\$262.50	\$262.50
FAMILY	\$1,055.00	\$263.75	\$263.75	\$263.75	\$263.75	\$263.75
INCOME	\$1,060.00	\$265.00	\$265.00	\$265.00	\$265.00	\$265.00
	\$1,065.00	\$266.25	\$266.25	\$266.25	\$266.25	\$266.25
	\$1,070.00	\$267.50	\$267.50	\$267.50	\$267.50	\$267.50
Percent		25%	25%	25%	25%	25%
WEEKLY	\$1,075.00	\$268.75	\$268.75	\$268.75	\$268.75	\$268.75
FAMILY	\$1,080.00	\$270.00	\$270.00	\$270.00	\$270.00	\$270.00
INCOME	\$1,085.00	\$271.25	\$271.25	\$271.25	\$271.25	\$271.25
	\$1,090.00	\$272.50	\$272.50	\$272.50	\$272.50	\$272.50
	\$1,095.00	\$273.75	\$273.75	\$273.75	\$273.75	\$273.75

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